

## **EXPEDITING THE PLAN REVIEW AND INSPECTION PROCESS**

### **TEN TIPS FOR DESIGNERS AND DEVELOPERS**

1. Hire the best design team and contractor you can find.
2. Get started early. Planning Department approval and civil plans might require extra time.
3. Come in for a Pre-Review meeting. It's free, by appointment.
4. Submit good, complete plans drawn to current Codes.
5. Insist that you receive copies of all corrections, required revisions, etc. Stay on top of what's happening.
6. Don't let problems in plan approval "fester." If your design professional cannot resolve a problem with the plans examiner, make an appointment with the Supervisor of Plans Examination.
7. Once you have permits, build your project according to approved plans.
8. Insist on a quality control program to make sure you are ready for inspections.
9. If you have problems with inspections, speak with the Inspection Supervisor.
10. Complete all required inspections and obtain a Certificate of Occupancy.